

# FREQUENTLY ASKED QUESTIONS

## **1) What do I need to do to become a certified inspector with the State of Tennessee?**

You must first be certified through an organization that is recognized by the State Fire Marshal's Office such as the ICC (International Code Council) or NFPA (National Fire Protection Association). The ICC website is [www.iccsafe.org](http://www.iccsafe.org) and the NFPA website is [www.nfpa.org](http://www.nfpa.org). After you have achieved certification through a recognized organization you may contact the State Fire Marshal's Office at (615) 741-2981 and request a certification application. Or you can click on the following link: <http://www.tn.gov/commerce/sfm/documents/inspectnewcompleteapp.pdf>

## **2) How many recertification hours do I have?**

Call the State Fire Marshal's Office at (615) 741-2981 for assistance in obtaining this information.

## **3) How many hours do I need to recertify?**

- A total of 36 approved hours of continuing education are required to recertify.

## **4) How do I get state approval approved with the State for recertification hours?**

All prospective courses must be submitted to the State Fire Marshal's Office on the approved course submittal form. You can call us at (615) 741-2981 to obtain a form, or you can click on the following link: <http://www.tn.gov/commerce/sfm/documents/coursesubmittalform.pdf>

## **5) Can you help me find a class that will give me the hours needed to finish my recertification requirement?**

Call the Fire Marshal's Office at (615) 741-2981 or the Fire and Codes Academy at (931) 294-4111. Someone at either office will be able to assist you in obtaining the required information.

## **6) What happens if I go over the 60-day late recertification period?**

You must re-apply. You will be required to re-take the nationally recognized organizations exam and provide proof of a passing score.

## **7) How much does it cost to become certified with the State?**

The initial cost is \$45.00 per certification and covers the first 3-year cycle per certification. Each 3-year cycle after that is \$35.00 plus a late fee for any recertification sent in within the 60-day late period after the recertification period.

## **8) After attending an approved course, when should I send in my instructor approved recertification hours claim record?**

All recertification hours claim records and certificates should be submitted to the State Fire Marshal's Office within 90 days of the course attendance. If you take a course that is less than 90 days from your expiration date, submit it as quickly as possible. Claim forms can be faxed to (615) 741-1583

## **9) Where can I obtain a recertification hours claim form?**

You may obtain a recertification hours claim form by clicking on the following link: <http://www.tn.gov/commerce/sfm/documents/recerthoursclaimform.pdf>